

PRIVATE AND CONFIDENTIAL

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED
("SANCTUARY SCOTLAND HOUSING ASSOCIATION")**

**Draft Minutes of a meeting of the Board of Management of Sanctuary
Scotland Housing Association Limited held on Tuesday 12 December
2023 via Microsoft Teams.**

Attendance record since AGM September 2023

Present

Alan West, Chairperson	2/2
Alex Clark, Vice Chair	2/2
'J', Vice Chair	2/2
John Arthur	2/2
James Docherty	2/2
Gillian MacPhie	2/2
Sanctuary Housing Association (Represented by Patricia Cahill, Director - Sanctuary Scotland)	2/2
Peter Cowe	2/2
Michael McGrane	2/2
Nigel Wilcock	2/2

In attendance

Kirsty Porter, Regulation Manager, Scottish Housing Regulator
Marie Campbell, Personal Assistant

125/12/23 APOLOGIES

There were no apologies.

The Chairperson reported that the meeting had been duly convened and that a quorum was present for the purposes of the business to be considered and, if thought fit, resolutions to be passed at the meeting.

**127/12/23 MINUTES OF THE BOARD OF MANAGEMENT MEETINGS HELD ON 5
SEPTEMBER 2023**

The Chairperson asked if Board members required any amendments to the minutes. No amendments were requested.

Decision: The minutes of the meeting of the Board of Management held on 5 September 2023 were approved.

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130/12/23 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES

The Board of Management considered and noted the Schedule of Actions and Decisions of the most recent meetings of the Central Area Committee held on 15 November 2023 and the North East Area Committee held on 16 November 2023.

Decision: The Board of Management approved the appointment of the Chairperson of the Central Area Committee the Northeast Area Committee.

Decision: The Board of Management approved the Mid-Market Rent Allocations Policy, the Mid-Market Rent Income Policy, the Letting - Sanctuary Scotland Policy, the Mutual Exchange Policy, the Lodgers and Subletting Policy and the Domestic Abuse Policy.

131/12/23 DIRECTOR’S REPORT

The Board of Management noted the detailed report on operational matters relating to Sanctuary Scotland Housing Association.

Decision: The Board of Management approved the remodelling of a room in a property in Fraserburgh to a one bedroom self contained flat.

Decision: The Board of Management approved the appointment of a new member to the Central Area Committee.

133/12/23 CONSULTATION ON PROPOSED RENT INCREASES FOR 2024

The Board of Management noted and reaffirmed the robust discussion on affordability and comparability undertaken at the Strategy Day and updated in the current report.

The Board of Management reaffirmed the need to balance business needs, maintain services and quality of housing against a climate of rising costs and affordability. In conclusion, all members agreed that the proposals as outlined for consultation with customers during December 2023 and January 2024 were in order.

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The Head of Housing agreed to update members by email on the November RPI and to circulate a copy of the proposed rent consultation letter to members for comment.

Decision: The Board of Management approved Sanctuary Scotland Housing Association’s approach to the rent consultation for 2024/2025, on the basis of a rent increase of November RPI + 0.5 per cent for properties where there was no restriction due to a rent guarantee, and RPI flat where there was a restriction.

134/12/23 OSCR ANNUAL RETURN 2023

Decision: The Board of Management approved authority to submit the Annual Return to the Office of the Scottish Charity Regulator (OSCR).

135/12/23 SANCTUARY SCOTLAND STANDING ORDERS AND FINANCIAL REGULATIONS

Decision: The Board of Management approved the changes to the Scotland Standing Orders and Financial Regulations.

Date of next meeting: Tuesday 13 February 2024